

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Bartender										NA										7405										05										SW										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				FWS JGS For Bartending 7405, TS-33 Sept 74																																																	
s. J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Bartender **POSITION NUMBER** 01-006A

JOB SERIES: 7405 **PAY LEVEL:** NA-5

Summary of Duties: Prepares and serves all types of alcoholic and nonalcoholic beverages from a full service bar. Mixes a wide variety of drinks to order, following a variety of established recipes. Receives payment or charges to member's account. Makes change and is accountable for cash fund. Assists in taking inventory and maintaining records. Keeps bar area clean and keeps area stocked properly at all times. Washes bar equipment, glassware, and utensils. May perform other sanitation duties within assigned work area as required.

Performs other related duties as required. (Must meet minimum age requirements.)

Skills and Knowledge: Ability to mix and serve a wide variety of beverages by combining ingredients such as liquors, soda, water, sugar, bitters and fruit garnishes. Serves liqueur, beer, and wine, and is skillful in mixing such beverages as an Alexander, Margarita, Zombi, Singapore Sling, etc. Skill to completely set-up a bar and to recognize impending shortages of supplies based on the volume of business and insure their timely replacement. Ability to collect tabs, chits or cash in appropriate amounts and is accountable for cash and inventory for the period worked. Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed.

Responsibility: Instructions concerning the proper operation of the bar are furnished orally or in writing by the manager. Incumbent is held responsible for the proper operation of the bar, receipts, and inventory accountability.

Physical Effort: Must walk or stand for prolonged periods of time. Frequent light to moderate lifting and carrying objects weighing 5 to 15 pounds, pushing and pulling objects weighing 10 to 20 pounds and occasionally lifting up to and over 40 pounds. Uses dolly to transport beer kegs. Working Conditions: Works inside with adequate lighting, heat, and ventilation. Subject to cuts, bruises, and chapped hands.